

A Guide for Handouts

Basic program and preconference handouts can include:

- Agenda listing program/preconference title, date, time, location, speakers in order of presentation with presentation titles
- Speaker information page with 1-3 paragraphs of biographical information
- Listing of other events your section is hosting during that ALA meeting in order by date and time, and URL website address for section
- Evaluation form

Additional program and preconference handouts can include:

- Speaker handouts, if handouts of PowerPoint presentation set print format to “Handouts” “3 per page” which allows for attendees to take notes.
- Index page, if event, has more than one set of speaker handouts
- Bibliography
- Sponsorship handout listing sponsors and/or company/organizational logos, a paragraph about the sponsor, URL website address, and what each company or organization sponsored

Printing handouts for program or preconference:

- Try to print handouts double-sided, except for cover page or index page
- Program and preconference committees can print handouts and bring with to the event.
- Chair can send handouts to ASCLA/RUSA staff prior to requested deadline for handouts, handouts will be printed and shipped
- Chair can arrange to pick up handouts at ASCLA/RUSA table onsite at ALA Staff Office in convention center, or have shipped to a convention center or hotel room location
- Chair can print handouts onsite at ALA Staff Office in the convention center, the Reprographics Copy Center opens on Friday during the ALA Midwinter Meeting and Annual Conference